

MONROE COUNTY

JOB DESCRIPTION

Position Title: ASSISTANT PUBLIC WORKS DIRECTOR

Date: 07/21/2006

Position Level: 12

FLSA Status:

Class Code: 12-9

GENERAL DESCRIPTION

Specialized administrative work involving the overall budget responsibility for the Public Works Division.

KEY RESPONSIBILITIES



1. *Assists the Division Director with development and/or implementation of Division's plans, goals, and objectives.
2. *Responsible for providing guidance and direction to Department Heads, Managers, and clerical staff within the Division to ensure efficient and effective operations, including upholding of County policies and procedures, obtaining and distributing information and follow up in resolving problems.
3. *Serves as acting Division Director in Supervisor's absence.
4. *Coordinates FEMA disaster accounting projects.
5. *Oversees Fleet Management's accounting.
6. *Has Division Director level of purchasing authority.
7. Prepares leases, contracts, bid packages and RFP's independently and pulls POs for large purchases as needed.
8. *Prepares and monitors the Division's annual budget, tracks expenditures and prepares reports as necessary.
9. Functions as Office Manager for the Public Works Division, which includes supervising, assigning and reviewing work of subordinates. Ensures that clerical obligations of the Division are completed in a timely and professional manner.
10. Researches and completes special projects as deemed necessary.
11. Oversees and makes recommendations and/or independent decisions regarding the operation of the Card Sound Toll Facility and Solid Waste Management.
12. Prepares, approves, organizes and monitors agenda items for inclusion on the monthly BOCC agenda.
13. Attends Division Director meetings, County Commission meetings, budget workshops and all other related meetings as needed or in Supervisor's absence.
14. Takes and transcribes dictation. Composes correspondence for signature.
15. Maintains the Supervisor's calendar, schedules appointments and makes travel arrangements.
16. Prepares travel vouchers, timesheets, and leave requests for Supervisor.
17. Answers phone inquiries and screens calls for Supervisor.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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KEY JOB REQUIREMENTS	
<i>Education:</i>	Bachelor's Degree required.
<i>Experience:</i>	5 to 7 years.
<i>Impact of Actions:</i>	Makes decisions and final recommendations which routinely affect the activities of an entire division. Position duties may include responsibility for developing strategic plans for one or more divisions.
<i>Complexity:</i>	Highly Complex: Work is broad in scope covering one or more complicated areas. Policy, procedure, or precedent are typically created by this position. A high degree of analytic ability and inductive thinking is required to devise new, non-standard approaches to highly intricate, technically complex problems.
<i>Decision Making:</i>	Highly Complex: Supervision is present to review established departmental and/or divisional objectives. Independent judgment is required to recommend departmental or divisional objectives, evaluate new approaches to problem solving, and assess changing facts or conditions.
<i>Communication with Others:</i>	Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Responsible for making recommendations within a department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties. Plans, assigns, and evaluates the work of subordinates for effective operation and results of the unit.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	On Call 24 hours pending disasters.

APPROVALS		
<i>Department Head:</i>		
Name:	Signature:	Date:
_____	_____	_____
<i>Division Director:</i>		
Name:	Signature:	Date:
Dent Pierce		8/2/06
<i>Deputy County Administrator:</i>		
Name:	Signature:	Date:
Deborah Frederick		8/12/06